



## MARICOPA COUNTY JOB DESCRIPTION

### TJST DATA COORDINATOR

**MARKET RANGE TITLE:** MANAGEMENT ASSISTANT

**DEPARTMENT:** MARICOPA COUNTY EDUCATION SERVICE AGENCY

**DIVISION/SECTION/UNIT:** EDUCATION INNOVATIONS (LOW ORG 3770)

**FLSA STATUS:** NON - EXEMPT

**CLASSIFIED/UNCLASSIFIED:** UNCLASSIFIED/CONTRACT

**Salary:** 16.50 – 26.40 (34,320 – 54,912)

#### PURPOSE STATEMENT:

The *Transforming Juveniles through Successful Transition* (TJST) program Data Coordinator works collaboratively with Program Administrator and staff, and educational, court, justice agencies and community partner personnel, to ensure successful implementation of the TJST program.

The Data Coordinator:

- Assists with data collection, analysis, and dissemination of communication.
- Works collaboratively with the TJST Management Team, to design, implement, and support a program strategy that will result in an integrated transition process for juveniles.

Works collaboratively with the TJST Management Team, educational, court, justice agencies and community partner personnel to gather data and provides administrative support functions related to data collection, data integrity, data analysis and TJST program communication.

#### PRIMARY INDICATORS/DUTIES:

**The Primary Indicators/Descriptors include, but are not limited to:**

##### **1.0 Vision & Strategic Leadership (MCESA Standards 1 & 2)**

- 1.1 Supports the TJST program with implementing strategic plans aligned with funding requirements and MCESA's vision, mission, and goals.
- 1.2 Ensures all interactions, both written and verbal, are aligned to the TJST program and the MCESA's vision.
- 1.3 Assists TJST program personnel and community partners making data-driven decisions.

##### **2.0 Management (MCESA Standard 3)**

- 2.1 Participates and assists in the administration of TJST program functions and activities.

- 2.2 Prepares and maintains of program documentation to meet TJST funding reporting requirements to Maricopa County.
- 2.3 Manages quantitative and qualitative data collection activities in collaboration with TJST personnel in order to support TJST program implementation.
- 2.4 Serves as a technical advisor on state and federal regulations related to data information gathering and usage issues.
- 2.5 Employs aggregate reporting and cell suppression methodology to protect the identity and privacy of individuals.
- 2.6 Collaborates with TJST/Educational Innovations program personnel in the design, development, management, and maintenance of the data visualization environment.
- 2.7 Ensures quality assurance in data collection, analysis and dissemination in collaboration with the MCESA's Research and Evaluation Administrator.

### **3.0 Relationships, Collaboration, & Communication (MCESA Standard 4 & 7)**

- 3.1 Works with TJST Program Administrator to support analysis, collection, storage, creation, and validation of program data needed for verification of results.
- 3.2 Keeps abreast of updates and changes to data system changes through frequent communication with staff responsible for providing data needed for TJST.
- 3.3 Works collaboratively to develop and implement processes to enable users to review, modify, or verify information throughout the year.
- 3.4 Uses public information and research-based knowledge of issues and trends to collaboratively work with all stakeholders.
- 3.5 Categorizes and extracts appropriate information from meeting minutes and other relevant data to assist with communication of TJST program goals, objectives, and performance measures.
- 3.6 Provides backup to other service areas as needed, and other duties as assigned by the TJST Program Administrator.
- 3.7 Attends meetings as assigned for the purpose of conveying and/or gathering information required to perform functions.
- 3.8 Researches and compiles background information from community partners and other sources for the preparation and submission of funding documentation.
- 3.9 Develops and maintains appropriate documentation of TJST activities, policies, and progress; collaborates in the development of project reports, updates, and presentations to stakeholder audiences as required
- 3.10 Assists in the review and preparation of appropriate content updates for the TJST website.
- 3.11 Produces written communication that is clear, correct, and appropriate to the audience.
- 3.12 Promotes shared responsibility, teamwork, and continuous improvement.
- 3.13 Establishes, nurtures, and maintains good relationships with all internal and external stakeholders.

### **4.0 Competence & Integrity (MCESA Standard 5)**

- 4.1 Supports TJST staff in the coordination of TJST program activities as they relate to data use and data management systems.

- 4.2 Provides technical support to community partner personnel and TJST staff, to access and use project data in a safe, secure, and appropriate manner as dictated by district, county, state, and federal data requirements and agreements (e.g. FERPA).
- 4.3 Responds to and contributes to the resolution of data collection, validation, and reporting challenges encountered by community partner personnel.
- 4.4 Researches and compiles background information from TJST partners and other sources for the preparation and submission of funding requirements.
- 4.5 Researches and compiles formative and summative data from TJST partners and other sources for communication and monitoring of program progress.
- 4.6 Maintains confidentiality as required to effectively support implementation of the TJST program.
- 4.7 Establishes and maintains procedures to protect the rights of students and staff and adhere to policies, and laws.
- 4.8 Demonstrates sensitivity and cultural proficiency when interacting with all stakeholders.
- 4.9 Actively participates in TJST team professional development opportunities, reads current research and literature, and attends key meetings to ensure expertise relative to scope of work.

**5.0 Political & Social Context (MCESA Standard 6)**

- 5.1 Supports policies and procedures of MCESA in alignment with the vision, mission, and goals.
- 5.2 Represents the interests of the MCESA/TJST system when engaging with local, state, national, and government groups and agencies, including consultation with community partner personnel and MCESA staff to refine ongoing data collection processes and data visualization reporting, interpretation, and utilization needs.
- 5.3 Ensures that TJST programs and procedures comply with local, state, and federal regulation and policies, including FERPA (Family Educational Rights and Privacy Acts).
- 5.4 Maintains a repository of relevant research including local, state and national research and data reports.

**6.0 Professional Growth (MCESA Standard 8)**

- 6.1 Demonstrates personal responsibility for professional learning in support of agency vision, mission, and goals.
- 6.2 Actively participates in formative and summative evaluation of performance and solicits feedback from others.
- 6.3 Facilitates, in collaboration with TJST Program Administrator, Regional Transition Coordinators and other program staff, in providing professional development for program stakeholders on value-added model, and how to use data to inform and improve instruction and other program elements.
- 6.4 Provides training and creates materials for delivery of professional development related to TJST program goals and objectives.
- 6.5 Provides technical support and training to other program personnel and Community partners for the purpose of completing projects and requests efficiently.
- 6.6 Provides training and support to school district personnel and MCESA staff on the use of a variety of media choices and delivery options.

**7.0 Attention to Results (MCESA Standard 9)**

- 7.1 Ensures a consistent and continuous focus on results, using system and other data to monitor progress, and provide support.
- 7.2 Develops and communicates a coherent, understandable and accurate accounting of performance results to stakeholder groups.
- 7.3 Follows up on TJST program and MCESA assignments to determine progress or the extent of completion.
- 7.4 Summarizes and prepares analysis of funding activities.

**REPORTING STRUCTURE****A. Supervision Received:**

- Admin – Juvenile Transitions

**B. Supervision Exercised:**

- None

**QUALIFICATIONS\*****A. Minimum education and/or experience:**

- Undergraduate degree in a field related to the collection, coordination, and use of qualitative and quantitative data in the implementation of an evidence-based transition program.

**B. Other combinations of education, experience, or training that may be considered in substitution for the minimum requirements:**

- Three years of experience related to at least one of the following:
  - School district student information/management systems
  - Human resource systems
  - Assessment systems
  - Other school district or agency data systems
- Demonstrated proficiency in the extraction of data from school district and agency systems
- Some college level coursework related to job duties

**C. Preferred education and/or experience:**

- Experience working with statistical analysis programs (e.g., SPSS, Excel)
- Working knowledge of database systems (e.g. MS SQL)

**D. Knowledge, Skills, and Abilities:**

- Ability to collect, compile, and verify the integrity of qualitative and quantitative data.
- Proficient in the use of Microsoft Outlook, Word, Excel, PowerPoint, Access, & Internet.
- Strong working knowledge and ability to collect, manage, report, and coordinate student information following FERPA requirements.

- Strong working knowledge of ways to legally disseminate student information with officially sanctioned partners, and entities following FERPA requirements.
- Strong working knowledge of data articulation between a variety of data systems.
- Demonstrated ability to provide technical data guidance and support to school district personnel and other stakeholders.
- Demonstrated ability to effectively prioritize multiple tasks and projects under the constraints of strict deadlines and time pressures.
- Ability to determine the source of problems and provide immediate and long-term resolution to problems.
- Ability to travel to school and community partner agencies, both local and remote.
- Strong interpersonal, customer service, communication, and telephone skills.
- Evidence of collaborative skills.
- Excellent communication skills (written and oral).
- Evidence of problem solving ability.
- Resourceful and adaptable.
- Willingness to perform up to the highest measure of competence.
- Respected professionally.

**E. Specialized training, certifications, or other special requirements:**

- Fingerprint Clearance
- Background Clearance
- Driver's License

**F. Preferred special requirements:**

**G. Special working conditions:**

**\*Degrees/credits must be from an academically accredited college or university as recognized by the U.S. Department of Education (USDE) or the Council for Higher Education (CHEA)**